

COMHELTACWINGINST 1650.4
N1
25 Oct 02

COMHELTACWINGPAC INSTRUCTION 1650.4

Subj: PERSONAL AWARDS PROGRAM

Ref: (a) NAVADMIN 251/02
(b) SECNAVINST 1650.1G
(c) OPNAVINST 3120.32C
(d) CHTWPINST 1700.1D
(e) NAVADMIN 234/97
(f) NAVADMIN 233/97

Encl: (1) Sample Flag Letter of Commendation Proposed Citation
(2) Procedures for Preparing Navy and Marine Corps
Achievement/Commendation Medal Proposed Citations
(3) Sample Meritorious Service Medal Proposed Citation

1. Purpose. To establish policy and procedures for awards issued from Commander, Helicopter Tactical Wing, U.S. Pacific Fleet (CHTWP). Reference (a) authorizes the delegation for peacetime award, which authorizes CHTWP to approve Navy and Marine Corps Commendation Awards. Reference (b) provides regulations for awards to individuals and units in the naval service. This instruction should be reviewed in its entirety.

2. Background. One of the most effective means to enhance morale in a military organization is timely acknowledgement of exceptional performance. Positive recognition, in any form, boosts morale and fosters unit integrity and cohesiveness.

3. Policy. All Officers and enlisted personnel should be accorded appropriate recognition for sustained exceptional performance or for specific outstanding accomplishments above and beyond those normally expected of their rank or rate. Supervisory personnel should ensure deserving persons are nominated in a timely manner. Use the following guidelines when determining the appropriate level of personal award:

a. Level of Award. Any award should be weighed primarily on an individual's actions. Although, award level is generally equated to responsibility which normally increases with rank or grade. While the seniority issue is relevant, there are some officers and enlisted personnel who perform the duties of more senior personnel and whose service should be recognized accordingly.

b. Specific Achievement. Award recommendations in this category should emphasize truly outstanding performance for a specific event occurring over a relatively short duration, usually between 30-90 days.

c. Sailor of the Quarter/Sailor of the Year. Sailor of the Quarter (SOQ) and Sailor of the Year (SOY) nominations will be submitted per reference (d).

d. End of Tour (Transfer). Recognition of sustained exceptional performance for individuals who have accomplished several specific achievements not previously recognized by an award. Dates of any mid-tour awards must be exempted and typed in Block 12 of the OPNAV 1650/3 and a copy of any mid-tour award citation provided with the end of tour award recommendation. Additionally, any accomplishments used for a mid-tour award may not be repeated for the end of tour award.

e. Retirement, Fleet Reserve or Separation. Awards to personnel completing a naval career should continue to receive special attention. This does not mean, however, that an award should be given in every case of retirement or separation. The important aspect is that the criteria are consistent and that the individual's service, during the last tour of duty, should have been particularly dedicated, productive and worthy of personal award.

4. Awards Processing and Procedures

a. The awards selection and processing starts with the Squadron Awards Board. Reference (e) states that the Award Board is responsible for assisting the CO in evaluating recommendations for awards to personnel in compliance with all directives of higher authority. The squadron must follow the membership and board procedures for awards selection as explained in reference (e).

b. The Personal Award Recommendation, OPNAV 1650/3 (Rev. 1-94) and proposed citation shall be completed per reference (b) and enclosures (1) through (3) of this directive. In Block 25 on the reverse side of the form, use only the space allotted. Do not use a continuation page, as lengthy summaries of action only delay processing and do little to enhance the approval process.

c. Navy and Marine Corps Achievement and Commendation Medals. Prepare an OPNAV form 1650/3, front and back, with a nine-line, double-spaced proposed citation in "landscaped" orientation as shown in enclosure (2).

d. Meritorious Service Medals. Submit an OPNAV form 1650/3 and a double-spaced proposed citation with no more than 22 lines of text in the format shown in enclosure (3). COMNAVAIRPAC is the final awarding authority for this award per reference (c).

e. Legion of Merit and Above. Submit an OPNAV form 1650/3 and a double-spaced proposed citation with no more than 22 lines of text in the format in reference (b). Address to the Chief of Naval Operations (OP-09B33), via CHTWP, COMNAVAIRPAC and CINCPACFLT.

f. Unit Awards. Unit awards must originate from CHTWP and be forwarded to the appropriate awarding authority via the chain of command as set forth in references (b).

5. Submission of Award Recommendations

a. Forward awards to CHTWP (N1) within the following time lines:

(1) Awards for COMNAVAIRPAC review/approval, (Unit awards/Meritorious Service Medals and above) must be received, at a minimum, 45 days prior to desired delivery date. Allow 120 days for all awards requiring CINCPACFLT, CNO or SECNAV approval.

(2) Awards for CHTWP approval, Navy Commendation Medals and below, must be received at a minimum of 30 days prior to the desired delivery date.

(3) Awards approved for retirement or separation but received too late to effect presentation at the originating command will be forwarded to the naval activity nearest the individual's permanent residence.

b. In the event an award recommendation is upgraded, downgraded or disapproved, the originator and appropriate chain of command will be informed.

6. Awards Management Information System (AIMS). Per reference (f), COMNAVAIRPAC will enter only NAVAIRPAC personal decorations into AIMS. This does not include campaign ribbons, unit awards, etc. This database, tracks awards of all Navy and Marine Corps personnel. In addition, this system is used to record awards in service member's Personnel Summary Record (PSR). Since the responsibility for maintaining this database has been delegated to Fleet Commanders in Chief and Type Commanders, all AIRPAC units must now implement the following procedures:

a. Submit copies of each command awarded Navy and Marine Corps Achievement Medal. Copies will consist of the signed original OPNAV 1650/3 and a copy of the certificate/citation with the member's social security number typed or written in the upper right-hand corner of the certificate(s). COMNAVAIRPAC will enter the date into AIMS and forward the certificate to BUPERS (Pers-313C1) for recording on the microfiche. To assist COMNAVAIRPAC in managing the entry of data into AIMS, commands are requested to mail approved awards as they are completed vice holding for a mass mailing.

b. Navy and Marine Corps Commendation Medals awarded by CHTWP will be smoothed, forwarded to awardee, copy will be sent to COMNAVAIRPAC to be entered into AIMS.

c. Meritorious Service Medals awarded by COMNAVAIRPAC will be smoothed, forwarded to awardee, entered into AIMS, and copy will be sent to BUPERS.

d. Awards that must be forwarded up the chain of command to CINCPACFLT, CNO or SECNAV will not be entered into AIMS at the COMNAVAIRPAC level.

e. If an award is missing from a member's microfiche, or if awards are listed incorrectly in AIMS, (e.g., you actually received a Navy Commendation Medal, but AIMS reflects a Navy Achievement Medal) the member should submit a copy of the citation with their SSN typed or written in the upper right-hand corner to COMNAVAIRPAC (N004).

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f. Members who receive an award within one month of a selection board convening date should also send a copy to the Selection Board President. If an award shows on the AIMS database but not on the microfiche, members should send a copy (with the SSN in the upper right-hand corner) directly to Pers-313C1.

7. Final Status of Campaign and Unit Awards. Campaign and Unit Awards are issued to individuals via their Commanding Officer. Additionally, approved units are listed in OPNAVNOTE 1650. Campaign/Unit Awards are not listed in the AIMS database, therefore, inquiries as to the final status of campaign or unit awards should be directed to the command's personnel office or call the Secretary of the Navy (Navy Department Board of Decorations and Medals) at DSN: 325-1770 or commercial (202) 685-1770.

A handwritten signature in black ink, appearing to read "A. J. Dzielinski". The signature is written in a cursive, slightly stylized font. Below the signature, there are several horizontal lines, some of which are dashed, indicating a signature line.

A. J. DZIELSKI

Distribution:
COMHELTACWINGPACINST 5216.1D
LIST I AND II

Flag Letter of Commendation Proposed Citation

RANK

ENTER FIRST, MIDDLE INITIAL, AND LAST NAME

UNITED STATES NAVY/NAVAL RESERVE/MARINE CORPS

For outstanding performance as **(PRIMARY BILLET)** at **(COMMAND)** from **(DATE(S) OF ACTION)**. **LIMIT TEXT TO 18 LINES** Petty Officer Doe demonstrated exceptional leadership by his extensive involvement in every aspect of Operation Flight Program 166 integration during the F-14A/B and D01/D02 Software Upgrades to the F-14D, which significantly improved the Navy's warfighting capability. Testing included over 25 Captive Carry missile missions, the live firing of one Sparrow and four Phoenix missiles, and numerous bombing detachments to Naval Air Station, Fallon, Nevada, in support of the very successful F-14 Air-to-Ground Test Program. Additionally, his technical expertise and personal commitment to quality maintenance paved the way for several highly successful Operational Evaluations including the ALR-67, Airborne Self-Projection Jammer, Joint Tactical Information Distribution System, and the AAs-42 Infrared Search Track System. Petty Officer Doe's professionalism and devotion to duty reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

M. D. MALONE

Vice Admiral, U.S. Navy

Encl (1)

Procedures for Preparing Navy and Marine Corps Achievement/Commendation Medal
Proposed Citations

1. Set paper orientation to "landscape." Use one inch right and left margins with full margin justifications. Type the entire citation in ALL CAPS with a font no smaller than 10 point. Proposed citation will contain no more than nine lines of text.

2. TOP LINE (SUBSEQUENT AWARDS): If this is a second or subsequent award, on the line below the award title, in parentheses, type number of the award in all caps, e.g., (GOLD STAR IN LIEU OF SECOND AWARD).

3. To Line: One line under the TO line, in all caps, type rank/rate followed by warfare designation, recipient's first name, middle initial, last name. Branch of service is typed one line under the rank/rate/name.
Example:

AVIATION ELECTRONICS TECHNICIAN FIRST CLASS (AVIATION WARFARE) LAURA B. DOE

UNITED STATES NAVY

For an officer of the staff corps, type name of corps after last name as follows:

LIEUTENANT JOHNNY L. DOE

MEDICAL CORPS, UNITED STATES NAVAL RESERVE

4. TEXT Section: **IN NO MORE THAN NINE LINES**, type mandatory opening sentence: MERITORIOUS SERVICE or HEROIC ACHIEVEMENT for the Navy and Marine Corps Commendation Medal or PROFESSIONAL ACHIEVEMENT for the Navy and Marine Corps Achievement Medal. Next, enter member's **PRIMARY BILLET ONLY**, parent command, and action date(s). **SUMMARIZE the member's achievements.** Due to limited space on the new certificates, there will not be enough room to account for every achievement and collateral duty. Instead, give a general overview and restrain from using wordy lead-in phrases such as: "With unmatched leadership, total devotion to duty and backbreaking hard work, Petty Officer Smith operated the coffee mess yielding outstanding results. "These lead-in phrases take up space that could be better used to give a more concrete, yet quality, description of accomplishments. All text must end above the Navy Seal located near the bottom of the certificate. Do not expand margins out to .5 inch or use a small font in order to squeeze text down to nine lines. **If you exceed the nine-line/one inch margin limit then we will have to edit out text**, and in that event, pertinent items may be omitted. The last sentence will be the mandatory closing sentence: RANK/RATE LAST NAME'S PROFESSIONALISM AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIM/HERSELF AND WERE IN KEEPING THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

5. SIGNATURE Line: For subordinate commands issuing command awarded Navy and Marine Corps Achievement Medals, type in the words "FOR THE" directly in front of SECRETARY OF THE NAVY. Try to match the font as close as possible.

On the next line below, type the Commanding Officer's name. On the line below his name, type the rank, and on the last line below rank, type the title.

6. The following "fill in the blank" formula may be used in drafting double-spaced proposed citations for Navy and Marine Corps Achievement/Commendation Medals:

NAVY AND MARINE CORPS ACHIEVEMENT OR COMMENDATION MEDAL

ENTER GOLD/SILVER STAR IF SECOND OR SUBSEQUENT AWARD

ENTER RANK/RATE (ENLISTED WARFARE) FIRST, MIDDLE INITIAL, LAST NAME ENTER
BRANCH OF SERVICE

(MERITORIOUS SERVICE OR PROFESSIONAL ACHIEVEMENT) AS (ENTER PRIMARY BILLET ONLY) AT
(ENTER COMMAND) FROM (ENTER SINGLE OR INCLUSIVE DATES). (RANK/RATE LAST NAME)
DEMONSTRATED (EXTRAORDINARY DEDICATION/EXCEPTIONAL LEADERSHIP/ORGANIZATIONAL SKILLS)
IN (SUMMARIZE PRIMARY ACHIEVEMENTS) (THAT CONTRIBUTED TO OR RESULTED IN) (READINESS
RATES/AWARDS, ETC.). (RANK/RATE LAST NAME'S) PROFESSIONALISM AND DEVOTION TO DUTY
REFLECTED GREAT CREDIT UPON (HIM/HERSELF) AND WERE IN KEEPING WITH THE HIGHEST
TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

A. J. DZIELSKI
Captain, United States Navy
Commander, Helicopter Tactical Wing, U.S. Pacific Fleet

SAMPLE FINISHED PROPOSED CITATION:

MERITORIOUS SERVICE AS SQUADRON FLIGHT SURGEON FOR HELICOPTER COMBAT SUPPORT
SQUADRON THREE FROM MARCH 1999 TO MAY 2002. LIEUTENANT DOE SINGLE-HANDEDLY
ADMINISTERED TO THE MEDICAL NEEDS OF THE LARGEST TACTICAL AVIATION SQUADRON
IN THE NAVY. HE TOOK CHARGE OF ALL ADMINISTRATIVE MATTERS WITHOUT ANY
MEDICAL SUPPORT PERSONNEL AND STILL PROVIDED THE ABSOLUTE FINEST MEDICAL
CARE. LIEUTENANT DOE'S PROFESSIONALISM AND DEVOTION TO DUTY REFLECTED GREAT
UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED
STATES NAVAL SERVICE.

Meritorious Service Medal Proposed Citation

The President of the United States takes pleasure in presenting the
MERTORIOUS SERVICE MEDAL (Gold Star in Lieu of Second, Third, etc., Award) to

ENTER RANK/RATE
ENTER FIRST MIDDLE INITIAL AND LAST NAME
STAFF CORPS, UNITED STATES NAVY/NAVAL RESERVE/MARINE CORPS

CITATION:

For outstanding meritorious service as (enter primary billet) (with/at
the/of/for/while attached to) (enter command) from (enter inclusive dates).
(Rank/rate last name) demonstrated (extraordinary dedication/exceptional
leadership/organizational skills) in (summarize achievements) (that
contributed to or resulted in) (readiness rates/awards, etc.). Limit text to
22 lines. (Rank/rate last name's) professionalism and devotion to duty
reflected great credit upon (him/herself) and were in keeping with the
highest traditions of the United States Naval Service.

For the President,

M. D. MALONE
Vice Admiral, U.S. Navy
Commander, Naval Air Force, U.S. Pacific Fleet